

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**MAINTENANCE CONSTRUCTION LABORER**

**1. JOB TITLE:** MAINTENANCE CONSTRUCTION LABORER

- 2. DEFINITION:** This is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution and wastewater collection systems. This position reports directly to a Maintenance Construction Foreman or a Maintenance Construction Worker. All employees are responsible to the City Manager. This employee is primarily responsible for assisting in the repair, construction, maintenance and inspection of the water distribution and wastewater collection systems tasks, which are performed in accordance with accepted practices and procedures. The position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT / JOB LOCATION:**

- a. This position requires the use of hand tools, power equipment, and vehicles requiring a Class A commercial driver's license with "N" endorsement.
- b. The job location is throughout the water distribution and wastewater collection systems. The employee will work primarily outdoors, exposed to inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Assists in the construction, maintenance and/or repair of the water distribution and wastewater collection systems.
- b. Performs heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical, mechanical and traffic hazards.
- c. Assists with building and adjusting manholes, frames and covers, and roadway valve box castings.
- d. Operates various hand tools, including but not limited to jackhammer, pavement breaker, pick, shovel and various wrenches.

- e. Operates power equipment including, but not limited to air compressors, pavement breakers, jet-wash truck, rodding machine and boring machine and various type pumps.
- f. Participates in traffic control.
- g. Removes and replaces various types of paving.
- h. Participates in stand-by duties, which involves working alone or with co-workers at night, weekends and holidays to resolve situations that occur after normal business hours.
- i. Assists other employees in numbering and repairing of water meters.
- j. Assists in making water meter connections.
- k. Assists in installing sewer clean-outs and connections.
- l. Assists with the unclogging of stopped sewer lines.
- m. Operates vehicles of various descriptions.
- n. Assists in making repairs to fire hydrants, and installs temporary water meter connections on fire hydrants.
- o. Turns off water meter connections.
- p. Installs meters and turn-on.
- q. Reads water meters correctly.
- r. Removes and replaces metal manhole covers, which weigh approximately 165 pounds.
- s. Climbs in and out of manholes of various depths.
- t. Learns and complies with all rules and regulations in, but not limited to, Employee Handbook, TOSHA Safety, Confined Space Program, etc.
- u. Demonstrates knowledge of, or the ability to learn, safety rules and equipment including identification of precautions for and emergency response to biological, chemical, electrical, and mechanical hazards, and asphyxiating, toxic and explosive gases and vapors.
- v. Performs tasks and assist co-workers with minimum of redirection.
- w. Demonstrates good workmanship in a neat and timely manner.
- x. Must be able to perform job duties as described on essential functions addendum.

## **5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED.
- c. Must have legal authorization to work in the United States.
- d. Must consent to and pass a pre-employment drug screening.

- e. Must have or be able to obtain a valid Class A Commercial driver's license with "N" Endorsement (i.e. Air Brakes) within ninety (90) days of employment date. CDL tanker endorsement must be obtained within fifteen months of date of employment.
- f. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- g. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- h. Ability to obtain and maintain certification in CPR and first aid.
- i. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- j. Ability to pass the Tennessee State Blaster's Licensing test and obtain Department of Commerce and Insurance Explosive User's Registration Certificate.
- k. Ability to report for work on time and perform the duties of the job for a complete workday.
- l. Ability to perform occasional overtime, night and weekend work.
- m. Ability to work while wearing personal protective equipment such as a self-contained breathing apparatus, steel-toed shoes, rain gear, hard hats, goggles, etc.
- n. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- o. General working knowledge of, or the ability to learn, the operation of municipal waste distribution and wastewater collection.
- p. Ability to exercise independent judgment within the limits of the position.
- q. Physical strength and dexterity requirements are, but not limited to the following:
  - 1. Lift and carry 100 pounds of tools or construction materials.
  - 2. Climb ladders, descend manhole steps approximately 25 feet deep.
  - 3. Work in confined spaces.
  - 4. Work in confined spaces in the presence of offensive dust, fumes, odors and hazardous materials while wearing proper personal protective equipment.
  - 5. Manipulate both large and small tools and parts.
  - 6. Drag 100 feet of 3" fire hose full of water.
  - 7. Remove and replace a manhole cover weighing approximately 165 pounds.
- r. Must be able to pass physical abilities test/post offer screen for employment.

Non Exempt  
Safety Sensitive  
August 15, 2002

**ESSENTIAL FUNCTIONS ADDENDUM**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**MAINTENANCE CONSTRUCTION LABORER**

Employees in this area work 5 days a week, 8 hours a day with a 1-hour lunch break. The laborer reports to the water and sewer department. A laborer is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution and wastewater collection systems. This job requires digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical and mechanical traffic hazards. The employee will also assist with building and adjusting manholes, frames and covers, and roadway valve box castings. The laborer also uses various hand tools and operates power equipment while repairing or building water and wastewater systems.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X
20-50#		X	
50-75#		X	
75-100#	X		
>100#	X		
 Push/Pull			
<50#			X
50-100#		X	
100-150#	X		
>150#	X		

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Depending on the job duties for the day the laborer may have to perform lifting, pushing or pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the water and sewer department.

Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over 100#.

Bending/Squatting/Kneeling/Twisting – Is required constantly throughout the day repairing and constructing water collection systems. The laborer also works in confined spaces, which requires the employee to work in very tight conditions.

Pushing/Pulling – Is required constantly while working on a job that requires the manipulation of rods, pipes or wiring. Is required occasionally manipulating valves, fire hydrants, manhole covers, copper rolls, and other material used in the repairing and constructing of water collection systems.

Lifting/Carrying – Is required constantly in lifting hand tools. Performed occasionally lifting valves, rods, pipes, wiring, jackhammers, pavement breakers, shovels, wrenches, spider lids, copper rolls, and other material used in the repairing and constructing of water collection systems. The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Spider lid	160#
Manhole cover	90-145#
PVC pipe (13 ½ feet)	62#
Fire hydrant	400# (handled with electrically driven hoists or fork lifts)
One inch copper tubing (100 feet)	85#
6 inch gate water valve	145#
Tapping sleeve	145#
Water pump	120#
Reducer	25#
Jack hammer	
(6 foot steel rod)	100#
Pavement breaker	80#
Cut off saw	32#
TV camera	48#

The jack hammer and pavement breaker were weighed as above, however, this does not account for friction force that is caused when breaking up pavement or when it may jam in the pavement.

Standing/Walking – Is required constantly throughout the day.

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Sitting – Is performed while driving to the location for the job, or on breaks.

Reaching – Is required constantly manipulating hand tools, valves, pipes, rods, and using other materials used in the repairing or constructing of the water collection systems.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Is required frequently while screwing valves or using small hand tools.

Climbing ladders – Required frequently ascending/descending ladders in manholes that can be up to 25 feet deep.

Overhead activity – Required occasionally when lifting items overhead such as a jackhammer, piping, and wiring.

Tools Handled:

Shovel  
Jack hammers  
Pipe saw  
Tapping machine  
Spade  
Pipe Wrench  
Pavement breaker  
Rock drill  
Road saw  
Air ratchet  
Hand ratchet  
Hammer  
Wrenches  
Rake  
Pipe cutters  
Screw Driver  
Chain  
Sewer rope  
Manhole hook  
Probing Rod  
Metal detector  
Tape measure  
Sledge hammer

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Work Conditions

*Exposed to:*

Hot temperatures  
Cold temperatures  
Sudden changes in temperatures  
Noise  
Slippery Surfaces  
Tight work spaces  
High elevations  
Rain  
Snow

*Need physical ability for:*

Squatting  
Bending/Crouching  
Stooping  
Hand gripping  
Fine motor control  
Hand/Eye coordination  
Pushing/Pulling  
Lifting/Carrying  
Reaching  
Overhead activity  
Climbing  
Balancing  
Foot control  
Driving a truck  
Driving heavy equipment  
Driving a tow motor

Addendum  
February 19, 2002